

AHS Board and Executive Expense Report

Name Todd Gilchrist

Title VP People, Legal & Privacy

Location Edmonton

Expenses submitted during the month of October 2016

							Travel (1)								
ммм-үү	Source Document	Purpose	Air	fare	M	leals	Accommoda	tion	Other Trave		Total Travel	Professional Development (2)	He	Working Sessions osting and lospitality (3)	С	Other (4)
Oct-16 Oct-16	Expense Claim Direct Billing	Meetings Meetings		582		296		905	7	69	1,970 582					
Total			\$	582	\$	296	\$	905	\$ 7	69 \$	2,552	\$	- \$	-	\$	_

Total for

the Month \$ 2,552

Maximum daily single meal expense claimed in the month \$ 24 Maximum daily base hotel rate claimed in the month \$ 184 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title		Expense Claim Total
GILCHRIST, TODD	VP People, Legal & Privacy	Edmonton	\$ 1,970.48
Expense Date	Business reason		Expense

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/12/2016	Travel to Calgary for ELT and staff meetings.		Mileage-Other	\$ 157.56			Travel to Calgary for ELT and staff meetings.	1			312
10/12/2016	Travel to Calgary and Red Deer for ELT and staff meetings.	AB - Local	Meals Per Diem	\$ 82.00			Travel to Calgary and Red Deer for ELT and staff meetings. Bfast - 2 * 10.50 = \$21.00 Lunch - 1 * 13.00 = \$13.00 Dinner - 2 * 24.00 = \$48.00	4			
10/13/2016	Travel to Red Deer for site tour and staff meeting.		Mileage-Other	\$ 80.30			Travel to Red Deer for site tour and staff meeting.	1			159
10/13/2016	Travel to Calgary for ELT and staff meetings	AB - Local	Accommodations	\$ 205.13			Travel to Calgary for ELT and staff meetings.	1			
10/14/2016	Site tour and staff meeting in Red Deer		Mileage-Other	\$ 87.37			Site tour and staff meeting in Red Deer	1			173
10/14/2016	Site visit and staff meeting in Red Deer	AB - Local	Parking - Lot or Parkade	\$ 8.50			Site visit and staff meeting in Red Deer	1			
10/16/2016	Mileage to Edmonton Int'l Airport for travel to Calgary.		Mileage-Local- Home Zone	\$ 23.74			Mileage to Edmonton Int'l Airport for travel to Calgary.	1			47
10/16/2016	Attend Institute of Corporate Directors course	AB - Local	Taxi	\$ 40.37			Attend Institute of Corporate Directors course	1			

AHS Public Disclosure Expense Claims

Claimant Name			Expense Claim Total
GILCHRIST,	VP People, Legal	Edmonton	\$ 1,970.48
TODD	& Privacy		

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
	Attend Institute of Corporate Directors course in Calgary.	AB - Local	Meals Per Diem	\$ 95.00			Attend Institute of Corporate Directors course in Calgary. Bfast - 2 * 10.50 = \$21.00 Lunch - 2 * 13.00 = \$26.00 Dinner - 2 * 24.00 = \$48.00	4			
10/18/2016	Attend Institute of Corporate Directors course in Calgary	AB - Local	Parking - Lot or Parkade	\$ 75.00			Attend Institute of Corporate Directors course in Calgary	1			
10/18/2016	Attend Institute of Corporate Directors course	AB - Local	Taxi	\$ 43.40			Attend Institute of Corporate Directors course	1			
10/18/2016	Attend Institute of Corporate Directors course	AB - Local	Accommodations	\$ 357.02			Attend Institute of Corporate Directors course	2			
10/18/2016	Mileage from Edmonton Int'l Airport for travel to Calgary.		Mileage-Local- Home Zone	\$ 23.74			Mileage from Edmonton Int'l Airport for travel to Calgary.	1			47
10/19/2016	Travel from Renaissance Edmonton Airport Hotel for AHS SLT Meeting.		Mileage-Local- Home Zone	\$ 23.74			Travel from Renaissance Edmonton Airport Hotel for AHS SLT Meeting.	1			47
10/19/2016	Travel to Renaissance Edmonton Airport Hotel for AHS SLT Meeting.		Mileage-Local- Home Zone	\$ 23.74			Travel to Renaissance Edmonton Airport Hotel for AHS SLT Meeting.	1			47
10/23/2016	To attend meetings in Calgary.	AB - Local	Taxi	\$ 54.89			To attend meetings in Calgary.	1			
10/23/2016	Attend meetings in Calgary	AB - Local	Meals Per Diem	\$ 119.00			Attend meetings in Calgary. Bfast - 2 * 10.50 = \$21.00 Lunch - 2 * 13.00 = \$26.00 Dinner - 3 * 24.00 = \$72.00	4			

AHS Public Disclosure Expense Claims

Name	Claimant litle	Location	Expense Claim Total									
	VP People, Legal & Privacy	Edmonton	\$ 1,970.48									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	_	# of Attendees	Attendee Name(s)	Trip Distance
10/25/2016	To attend meetin	ngs in Calgary.	AB - Local	Taxi	\$ 52.10			To attend meetings in Calgary.	1			
10/25/2016	To attend meetin	ngs in Calgary.	AB - Local	Parking - Lot or Parkade	\$ 75.00			To attend meetings in Calgary.	1			
10/25/2016	To attend meetin	ngs in Calgary.	AB - Local	Accommodations	\$ 342.88			To attend meetings in Calgary.	2			
Approver(s) fo	r the claim	Approval Sta	tus	Approval			1			1	1	<u>.</u>

Approver(s) for the claim	• •	Approval Date
YIU, VERNA	Approve	10-Nov-16







CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services Richard Gilchrist

Room:
Folio:
Cashier:
Arrival: 10-12-16
Departure: 10-13-16

ATTOCOME AND A LOCAL PROPERTY OF THE PROPERTY		
•	184.00	
•	4.92	
	6.76	
x 1.5 v v	9.45	
		205.13
Total	205.13	205.13
	Total	4.92 6.76 9.45

GST Summary	32-256-30-30-30-30-30-30-30-30-30-30-30-30-30-		Total	205.13
Registration No: 895	126332 9.45		Balance Due	0.00 CDN
F&B	0.00	į	A	
Other	11.68		S	
Total	21.13			

Guest Signature:



icense Plate Number

SALE

SALE

Di Liter

Breeze

Record Nun.

otal Due: \$8.50 otal Paid: \$8.50 ≥ icket ## urchase Date/Time: 10:2 Jam Oct 14, 2016 ach Name: etting: Kec DO NOT PLAIE ON DASH MasterCarc Rate BUY 24 HRS FOR \$8.54 Payment Type: Caud



25/10/16 19:56

6

ng tkt

\$75.00

\$75.00 \$75.00

Die alkindan Raal- si Additional time for the





Fairfield Inn & Suites® Calgary Downtown

239 12 Ave Sw Calgary Ab T2r 1h7 403.351.6500

R. Gilchrist

Room:

Room Type: KING

Number of Guests: 1

Rate: \$159.00

Clerk:

Arrive: 16Oct16	Time: 06:29PM Dep	art: 18Oct16	Time:	Folio Number:
Date	Description		Charges	Credits
16Oct16 16Oct16 16Oct16 16Oct16 17Oct16 17Oct16 17Oct16 17Oct16 17Oct16	Room Charge GST-Goods and Services Ta Convention and Tourism Tax Occupancy Sales Tax Room Charge GST-Goods and Services Tax Convention and Tourism Tax Occupancy Sales Tax Master Card Card #: Amount: 357.02 Auth: This card was electronical	ax c Signature on File	159.00 8.19 4.77 6.55 159.00 8.19 4.77 6.55	357.02
		Balance:	0.00	

Rewards Account # Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your rewards Account Statement or your online Statement for updated activity.

Valet Parking is being provided by Indigo Parking. Any damage to your car must be reported to Indigo Valet Attendant prior to leaving the hotel.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.







CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5 Telephone: 403-278-5050 Fax: 403-225-5834

Ab Health Services Richard Gilchrist

Room:

Folio:

10-23-16

Cashier: Arrival:

skip kilidan a Histori

Departure: 10-25-16

Date	Description	Additional Information	Charges	Credits
10-23-16	Room Charge		154.00	
10-23-16	DMF		4.02	
10-23-16	Tourism Levy		5.52	
10-23-16	Rooms - GST	N.C.	7.90	
10-24-16	Room Charge	•	154.00	
10-24-16	DMF		4.02	
10-24-16	Tourism Levy		5.52	
10-24-16	Rooms - GST		7.90	
10-25-16	Master Card			342.88
GST Sun	nmary	Total	342.88	342.88
Registration No: 895126332 Room 15.80		Balance Due	0.00 CDN	
F&B	0.00			
Other	19.08			
Total	34.88			

Guest Signature:



Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund.

It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.

 Indicate wheth 	er you have expenses to report in this secti	on for this reporting period:	YES	
Name :	Todd Gilchrist	Reporting Period for the	e Month of: Oct-16	

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid	
16-Oct-2016	Direct Billing	Airline Ticket	Calgary - Attendance at Institute of Corporate Directors Course (Oct. 17-18, 2016)	Marlin Travel	316.73	
23-Oct-2016	Direct Billing	Airline Ticket	Calgary - attendance at meetings with direct reports and meet & greet with HR staff (24th). Attendance at Quality Summit Conference and meetings with WHS & legal staff (25th).	Marlin Travel	265.63	
Total Paid in the Month						



Calgary
Attendance at
Institute of Corporate
Directors Course

Invoice

ALBERTA HEALTH SERVICES "SUITE 800, NORTH TOWER" 10030-107 ST EDMONTON, AB T5J 3E4 CANADA Trip #:

Booking Date: 27 Sep 16

Client:
Client Phone #
Client Email:
Agent: TIFFANY ASKE

INSURANCE

File Locator:

PASSENGERS:

MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPT	TION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket #				207.27	0.00	\$0.00	98.96	0.00	306.23 CA
WESTJET Ticket #	• • • • • • •			10.50	0.00	\$0.00	0.00	0.00	10.50 CA
SM200110077		· · · · · · · · · · · · · · · · · · ·	Total:	217.77	0.00	0.00	98.96	0.00	316.73 CA
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	f Payment			Amount
		09/26/2016							306.23 CAI
		09/26/2016							0.00 CAI
		10/03/2016							10.50 CA
	e. 	-					Total Pa	ayment:	316.73 CAI

Balance Due CAD Currency

0.00 CAD

CORPORATE UNIT 101

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

Trip #:

Booking Date:
Client:
Client Phone #
Client Email:
Agent:
TIFFANY ASKE

File Locator:

MY ITINERARY

Passengers RICHARD TODD GILCHRIST Citizenship

Required Travel Documents

Not Specified Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: File Locator/Ticket #: 27 Sep 16

From: To: EDMONTON INTL CALGARY INTL

Departing on: Returning on: 16 Oct 16 18 Oct 16





Passengers: RICH	ARD TODD GILO	CHRIST		Booking Date: File Locator/Ticket #:	26 Sep 16	
Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03142	EDMONTON INTL 16 Oct 16 5:15PM		CALGARY INTL 16 Oct 16 6:08PM	×	

Trip #:
Booking Date: 27 Sep 16
Client:
Client Phone #
Client Email
Agent: TIFFANY ASKE

File Locator



Passengers:	RICHARD TODD GILO	CHRIST				Booking Date: File Locator/Ticket #:	26 Sep 16	
Airline	Flight	From	CACHERINA MANTANA MANTANA CA	Terminal	То	old dielt uttildt ktilstriller fann star star fan St. er annen zer	Class/Seat	Stops
WESTJET	03291	CALGARY I 18 Oct 16				NTON INTL 16 7:51PM	Q/	



· Various moetings with Direct Reports at Southport · Meet + Greet with

Invoice

PASSENGERS:

ALBERTA HEALTH SERVICES "SUITE 800, NORTH TOWER" 10030-107 ST EDMONTON, AB T5J 3E4 CANADA Trip #:

Booking Date: 04 Oct 16

Client:

Client Phone #

Client Email:

Agent: TIFFANY ASKE

INSURANCE

File Locator:

MR RICHARD TODD GILCHRIST

OTHER HST/GST PST TAXES PENALTY TOTAL FARE REFERENCE/ DESCRIPTION 0.00 0.00 255.13 CAD WESTJET Ticket # 156.17 \$0.00 98.96 10.50 0.00 \$0.00 0.00 0.00 10.50 CAD PRE PAID SEATS CAD Confirmation : 166.67 0.00 0.00 98.96 0.00 265.63 CAD Total: **PAYMENTS**

nyoice #	Payment Date	Card Holder	Form of Payment	Amount
	10/04/2016			255.13 C
	10/04/2016	AHS		10.50 C
			Tot	al Payment: 265.63 C

Balance Due CAD Currency

0.00 CAD

CORPORATE UNIT 101
REASON FOR TRAVEL EXECUTIVE MEETING AT SOUTHPORT

BOARDING PASS.

Trip #:

Booking Date: 04 Oct 16

Client:

Client Phone #

Client Email:

Agent: TIFFANY ASKE

File Locator:

MY ITINERARY

Passengers

Required Travel Documents

RICHARD TODD GILCHRIST

Citizenship Not Specified

Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: File Locator/Ticket #: 04 Oct 16

From:

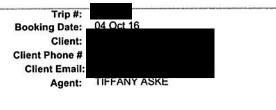
EDMONTON INTL

CALGARY INTL

Departing on: Returning on: 23 Oct 16 25 Oct 16

To:

Passengers:	RICHARD TODD GILC	HRIST		Booking Date: File Locator/Ticket #:	04 Oct 16	
Airline	Flight	From	Terminal	то	Class/Seat	Stops
WESTJET	03142	EDMONTON INTL 23 Oct 16 5:30PM		CALGARY INTL 23 Oct 16 6:30PM	P/	
		23 Oct 10 3.30F M		23 000 10 0.001 111		



File Locator:



Passengers:	RICHARD TODD GILO	CHRIST			Booking Date: File Locator/Ticket #:	04 Oct 16	
Airline	Flight	From	Terminal	То	NETHONE CATHOLICA PROPERTY PARTY NAME AND PARTY.	Class/Seat	Stops
WESTJET	03291	CALGARY INTL 25 Oct 16 7:00PM			NTON INTL 16 7:56PM	D/	